

MIAMI-DADE COUNTY, FLORIDA
BUILDING DEPARTMENT
PERMITTING & INSPECTION CENTER
11805 S.W. 26TH STREET (CORAL WAY)
MIAMI, FLORIDA 33175-2474
(786) 315-2000

DIRECTORY

Miami-Dade County
Building Department

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PERMITTING & INSPECTION CENTER
11805 S.W. 26th Street (Coral Way)
Miami, Florida 33175-2474
(786) 315-2000
7:30 a.m. - 4:30 p.m.
Monday - Friday

SOUTH OFFICE
South Miami-Dade Government Center
10710 S.W. 211th Street
Suite 105
Miami, Florida 33189
(305) 233-0614
7:30 a.m. - 4:30 p.m.
Monday - Friday

Dear Future Homeowner:


This homeowner manual was developed by the Building Department in an effort to inform you of the steps to follow prior to buying a newly constructed home and during the first year of home ownership.

The manual lists a number of recommended steps and items that are important to homeowners of newly constructed homes. The intent of this manual is to orient, guide and protect. Included is a list of items that usually needs to be checked prior to closing, as well as items that should be obtained at closing, and information on how to file a claim.

We certainly want to welcome you to the ever growing group who fulfill the great American dream - owning a new home.

Sincerely,
The Miami-Dade Building Department

Alex Penelas
Mayor



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FINALLY A HOME OF
YOUR OWN...BE CAREFUL

HELPFUL
HINTS
REGARDING
BUYING
A NEWLY
CONSTRUCTED
HOME



A public information service of

Miami-Dade
Building Department

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www.co.miami-dade.fl.us/bldg/
or
www.miamidade.gov

WALK-THRU/INSPECTION LIST

Checklist of items to be checked during the walk-thru/inspection by buyers of newly constructed homes:

NOTE: We recommend that you walk-thru and inspect the house with the developer/builder or their designee prior to signing the closing documents. You should bring along someone who is knowledgeable in the building trade as your representative. We suggest a licensed engineer or architect. The following items should be considered:

- ☐ Check for plumbing leaks, noisy water lines and any indication of a roof leak.**
- ☐ Check for chipped or loose roof tiles.
- ☐ Verify that doors and windows function properly.
- ☐ Check the operation of air conditioning and heating systems and check for any condensate drain leaks.**
- ☐ Verify that there are no clogged sewer lines, fixtures and drains.**
- ☐ Check for any malfunctions in appliances (furnished by developer).**
- ☐ Check electrical outlets and light fixtures for proper functioning.**
- ☐ Check surrounding property for possible water drainage problems, such as ponding.
- ☐ Check kitchen cabinets and vanities for proper functioning.
- ☐ Check for caulking missing around windows, doors and other finished areas.
- ☐ Check for lack of adequate insulation in the attic.
- ☐ Check for any deviations from the originally approved plans.
- ☐ Check for chipped, broken or cracked floor and/or counter tiles.
- ☐ Check the workmanship as related to finish on walls, trim, paint, etc.
- ☐ Check the operation of intercom and alarm systems, if provided.**
- ☐ Verify the installation of any required landscaping.

** These items should be checked after all utilities have been turned on.

ITEMS TO OBTAIN PRIOR TO CLOSING

Owners/Purchasers of newly constructed homes should obtain the following items before closing:

- ☐ Obtain a list of contractors and sub-contractors who worked on the house, including phone numbers, addresses and “Certificate of Competency” numbers.
- ☐ Obtain a copy of the approved set of plans for the home from the Building Department, Microfilm Unit. The cost will be \$5.00 for research and \$5.00 per page for copies. For further information, call (786) 315-2340.
- ☐ Obtain a survey, including location of sewer/septic tank.
- ☐ Obtain all flood zone information from your lender and insurance agent. Determine what type and level of insurance you should carry: homeowners, flood, title, etc.
- ☐ Obtain a copy of product approvals for the roof system and any other items that have product control approval requirements *[i.e. - screen enclosures, windows, french doors, trusses, etc.]
- ☐ Obtain a roof insulation certificate.
- ☐ Obtain air conditioning energy card(s) posted by the mechanical contractor at the air handling unit(s).
- ☐ Obtain a soil statement certificate, if available.
- ☐ Obtain a termite inspection certificate from builder, if available.
- ☐ Obtain a radon test certificate, if available.
- ☐ Obtain any homeowner association documents, if applicable.

* For additional information on product control approvals, please call the Building Code Compliance Office at (305) 375-2901.

WARRANTIES

List of items to be given to future owners by developers/builders:

NOTE: We recommend that the owner/purchaser of a newly constructed home obtain, as a minimum, a one (1) year warranty from the developer/builder.

- ☐ Ask developer/builder for all warranties issued by contractors, sub-contractors and/or appliance manufacturers such as: air conditioning unit, electrical appliances, roof system, etc.
- ☐ Make sure warranty certificates are properly filled out and returned to manufacturers, within the proper time frame, to cover repairs or replacement of your new appliances.
- ☐ Ask developer/builder if he/she has acquired insurance under any of the available Home Warranty Programs. Under those programs, the developer/builder typically provides express warranty for workmanship for one year and for the home systems for two years, and buys insurance for another eight years against major structural defects. The warranty companies will step in during the first two years if the developer/builder fails to live up to the agreement. Additionally, the program provides dispute resolution between home builders and homeowners.

CLAIMS

Alternatives available if defects are encountered:

- ☐ Within a year after the closing of a newly constructed home, notify the developer of any construction defects you notice. The complaints should be in writing and sent by certified mail with a return receipt requested to verify that the developer/contractor received the documents.
- ☐ If the developer/builder participated in any of the available Home Warranty Programs, follow their specific instructions in resolving your claims.
- ☐ If the developer/builder fails to respond to your complaints, you should contact the Office of Building Code Compliance, Contractor Licensing and Enforcement Section at (305) 375-2901 to request a complaint form. You will be required to submit your complaint on this form. Along with the form, please include copies of your contract, warranty documents, letters of complaint to the developer/contractor and any engineer reports you may have independently obtained. The Department will investigate complaints concerning violations of the Building Code and/or plan deviations. If a violation is discovered, a “Notice of Violation” (NOV) will be issued allowing thirty (30) days to correct the violation(s). Failure to comply with the NOV will result in further enforcement action against the developer/builder to achieve corrective measures for you.